

Submitted: 12/3/2012
Jurisdiction: Anne Arundel County
Agency: Community College
Division/Unit:

Maryland State Archives
Edward C Papenfuse State Archives Building
350 Rowe Boulevard
Annapolis, MD 21401

Certificate ID: 454
MSA ID: SE55-2605
Page: 1 of 1

Proposal and Certificate of Records Disposition

| Item No. | Description of Records (Same Title as listed on Schedule) | Authorization | | Inclusive Dates of Records Destroyed | Volume | Date of Disposal | Method Of Disposal |
|----------|--|---------------------------|----------------------------|---|----------|---------------------|-----------------------|
| | | Retention Schedule No. | Section and/or Item No. | | | | |
| 1 | Business Office/Cashier's Office Daily Refund Reports 1/1/2008-6/30/2008 Box 1 of 2 | 1908 | 23 | 1/1/2008-6/30/2008 | 1 cu ft. | 12/03/2012 | Shredding |
| 2 | Business Office/Cashier's Office Daily Refund Reports 7/1/2008-12/31/2008 Box 2 of 2 | 1908 | 23 | 7/1/2008-12/31/2008 | 1 cu ft. | 12/03/2012 | Shredding |
| 3 | Business Office/Cashier's Office Contract Invoices 7/1/08-6/30/09 (FY09) | 1908 | 26 | 7/1/2008-6/30/2009 | 1 cu ft. | 12/03/2012 | Shredding |
| 4 | Business Office/Cashier's Office Contract Invoices 7/1/07-6/30/08 (FY08) Box 1 of 1 | 1908 | 26 | 7/1/2007-6/30/2008 | 1 cu ft. | 12/03/2012 | Shredding |

Destruction Certification

Allen S. Kogut

Signature

Records Retention Specialist

Title

12/3/2012

Date